

MEMORANDUM FOR: Lawrence K. White

SUBJECT : Invitation to Address Clandestine Services Review
Course No. 46

1. You are invited to address Clandestine Services Review Course No. 46 on the topic Support Activities of CIA on Wednesday, 7 April 1965 from 1600 to 1645. The course will be conducted in Headquarters Building, Room 1A-07.

2. Attached for your guidance in preparing your subject are:

- a. A speaker guidance sheet
- b. A course schedule

3. A roster of students attending the course will be forwarded as soon as the list can be compiled from student registrations.

4. We invite you to call upon the Office of Training for any assistance you need in preparing your talk. Please contact the Chief Instructor, [REDACTED], Ext. 2076, for any assistance you may require.

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[REDACTED]
MATTHEW BAIRD
Director of Training

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Attachments:

- 1 - Speaker guidance sheet
- 2 - Course schedule

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Clandestine Services Review Speaker Guidance

Class Composition

The Clandestine Services Review class, for the most part, consists of recent returnees from operational field assignments. Experience shows that the returnees have been in the field on the average of three years. The majority of students have been in grades 12, 13, and 14. Most are assigned to Headquarters country desks. Note: You will be sent a class roster as soon as this information can be compiled in OTR

Course Objectives

The principal aim of the course is to reorient field returnees to changes in the organization, policy and procedures of CIA, with particular attention given to the Clandestine Services, and how these changes relate to a Headquarters assignment.*

Instructional Approach

The majority of the presentations follow the lecture form. In view of the nature of the audience (returnees) it is recommended that lectures take the following form where possible:

1. A brief review of functions of your organization.
2. Describe the changes in the past few years.
3. Tell what your office can do for the students.
4. Conclude by telling the students what they can do to work effectively with you.

It is recommended that organizational charts be used only when absolutely necessary.* Materials illustrative of unit activities are often of interest and value to the students and should be shown. Time should be allowed for questions — 5 minutes for each half-hour allotted, or 10 minutes for each 50 to 60 minutes allotted. Slide projectors, Vu-Graphs and movie projectors are available. Each speaker is requested to inform the Chief Instructor in advance of the type of training aids to be used and the extent of technical support required.

*Note that the schedule contains the pertinent regulatory issuances relating to each component. Therefore each speaker can assume that the student has read the regulation or instruction and is familiar with the basic organization and function of the component.

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